

**INSTRUCTIONS FOR COMPLETING THE
PLANNING GRANT - MENTALLY ILL OFFENDER CRIME REDUCTION (MIOCR)
ATTACHMENT A**

SECTION 1 - COUNTY INFORMATION

- Enter date of application.
- Enter county name.
- Enter name of Sheriff or Director Department of Corrections.
- Enter telephone and facsimile numbers, e-mail address, name of department, and address of Sheriff or Director Department of Corrections.
- Enter name and title of designated Contact Person.
- Enter telephone and facsimile numbers, e-mail address, name of department, and address of Contact Person.

SECTION 2 - COST SUMMARY

- Enter amount of state funds sought through this application using the designation assigned below:

Urban County (Over 700,000) Maximum Award \$62,500 Per County

Los Angeles	San Diego	Orange
Santa Clara	San Bernardino	Riverside
Alameda	Sacramento	Contra Costa
Fresno	San Francisco	Ventura
San Mateo		

Suburban Counties (100,000 - 700,000) Maximum Award \$31,500 Per County

Kern	Monterey	Butte
Tulare	Shasta	Santa Barbara
San Joaquin	Santa Cruz	Yolo
Kings	Sonoma	Marin
El Dorado	Merced	Sanislaus
Imperial	Madera	Solano
Placer	Humbolt	Napa
San Luis Obispo		

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Rural Counties (Under 100,000) Maximum Award \$22,500 Per County

Nevada	Tuolumne	Del Norte
Mendocino	Siskiyou	Glenn
Mono	Sutter	San Benito
Plumas	Modoc	Yuba
Calaveras	Inyo	Sierra
Lake	Amador	Colusa
Tehama	Lassen	Mariposa
Trinity		

- **No identification of match is required.** The application may (optional) identify matching funds obtained from other sources. Matching funds can be “Hard” such as cash to support these planning activities from other local, state or federal programs, or “In kind” such as personnel, services, supplies etc. **NOTE: COUNTIES ARE NOT REQUIRED TO PROVIDE LOCAL MATCH. Planning grant applications will not be disadvantaged if they do not identify matching funds.**
- Identify total amount of funds to be utilized for the development of the proposed plan, and the percentage that each funding source/component represents of the total cost.

SECTION 3 - DETAILED BUDGET

Provide a **SEPARATE** cost breakdown detailing how **STATE FUNDS** and, if identified, **MATCH OR OTHER FUNDS** are to be expended for activities necessary to develop the Local Plan. Items/activities eligible for grant funding are as follows:

- **County Staff** Costs are limited to salary and benefits.
- **Travel and Per Diem** Costs for county staff are limited to within the state, and must be consistent with county policy.
- **Administrative Overhead** for such purposes as printing, copying, mailing, telephone calls (and equipment rental, as necessary), not to exceed 10% of total grant amount.
- Costs to pay a professional consultant to prepare a response to the planning grant RFP are not allowable. However, costs to pay for professional consultant services are eligible for payment after the award of planning grant funds. Consultants may be used primarily to assist in the development of the county's Local Plan for the treatment of mentally ill offenders in jail and how this effort can reduce the crimes committed by mentally ill offenders. Consultants can also be used to assist in the

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development of a proposed program response to the needs identified in the Local Plan, or to augment county staff in the development of proposed program responses to the need identified in the Local Plan. **Travel and Per Diem Costs** for these services are limited to within the state, and must be consistent with county policy.

- Other costs (please describe on a separate attachment to the application).

SECTION 4 – MIOCR STRATEGY COMMITTEE

Identify the members of the MIOCR Strategy Committee by listing their names, titles, and organizations.

SECTION 5 – ABSTRACT and NARRATIVE

1. Develop a one-page abstract, summarizing the key points of the planning activities associated with developing the Local Plan.
2. Develop a narrative of not more than 10 pages which includes:

PROBLEM STATEMENT describing the current impact mentally ill offenders have had or are having on your jail system, how/why these conditions need to be addressed.

METHODOLOGY that describes how a comprehensive Local Plan for providing a cost-effective continuum of graduated responses, including prevention, intervention, and incarceration for mentally ill offenders in jail will be developed. This must include but not limited to plans for:

- The identification of specific outcomes and performance measures to determine if the strategies proposed will reduce crimes committed by mentally ill offenders.
- Maximization of collaborative and integrated wrap-around services and resources within all elements of response, including prevention, intervention, suppression, and incapacitation.
- The development of information and intelligence sharing systems to ensure that county actions are fully coordinated and provide data for measuring program success.
- The development of the strategy councils referenced in Section 4, and the process which will ensure that the Strategy Committee is broad-based enough to address the planning goals.
- Mental health or substance abuse treatment for mentally ill offenders who have been released from jail.
- The establishment of long-term stability for mentally ill offenders who have been released from jail (i.e., a stable source of income, safe and decent residence, conservator or

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caretaker).

DESCRIPTION OF PLANNING ACTIVITIES associated with the development of the Local Plan shall include, but be not limited to:

- Specific Activities.
- Timelines.
- Description of each product with associated completion date and how the planning process will be evaluated.

SECTION 6 - BOARD OF SUPERVISORS RESOLUTION

Attach a Board of Supervisors Resolution authorizing application for Planning Grant - Mentally Ill Offender Crime Reduction (see Attachment B).

If you are unable to secure the above resolution by November 27, 1998, please submit a certification (see Attachment C), signed by the Sheriff or Director, Department of Corrections. The certification should indicate that the required resolution has been scheduled for consideration, and acknowledge that an award of funds by the BOC, is contingent upon the adoption of the required resolution by the county Board of Supervisors. Please note, county invoices for grant funds **will not be paid** until the above resolution is on file with the BOC.

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